

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

Minutes of the NFAC Working Group of the CIA
 Federal Women's Program: Wednesday 5 December
 1979, 2E62, HQ., 2:00 p.m.

Attendees:

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Old Business: [] had to leave the meeting with [] early and wanted some feed-back from the attendees as to their reactions. Comments indicated that he gave good ideas, told how to accomplish changes we wanted, was very supportive of our efforts. [] Co-Chairperson of the Working Group is resigning her position so that she can work part-time and attend school part-time. [] from OSR is also resigning to take care of her newly-adopted child. Those leaving should oversee the process of selection through their office. Some offices indicated the positions were hard to fill by notices only and sometimes personal confrontation was the most effective way. As a result of the informal luncheon session on balancing work and home, an approach was formulated to invite women to a discussion seminar on the problem 15 Jan at 12 noon in 1B 78. From this we should be able to determine what areas should be addressed by polling the women on forms. [] is working on the notice and [] will make posters. The Bulletin Board presentation of professional women is ready to start. [] had the first exhibit with her.

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New Business: [] had lunch with [] NFAC representative to the Clerical-Secretarial MAG. Pat is secretary to DD/OCR. She stated the two problems clericals had were being treated as second-class citizens and limited opportunity. The MAG has worked on correspondence handbook, upper mobility task force, problems of working married couples, 1980 EEO plan, feasibility of child care, career management for clericals, Newsletter to the field, review of training program, etc. [] commented that a study of training of clerical people was done by her admin office. Bonnie suggested that we use the work done by the clerical-secretarial MAG on training to formulate our action on training. Bonnie read the letter drafted for Bruce Clark concerning what we would like him to address in our meeting on 12 December. All members were supposed to have the name of their substitute for that meeting. The letter was approved as read.

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Mention was made of the NPIC Scholarship Clinic concerning financial aid for employees and their children attending college. ○

□ announced that the Task Force on Science and Engineering was asking for a woman representative to replace □. She also mentioned our agency join in posting unclassified jobs in science or engineering throughout the government. STAT
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□ said that her efforts to get the Family Liaison forms from DDO is postponed because of the Iranian situation. STAT

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